

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMCALL 11/24**

OPEN TO: All Vietnamese Citizens

POSITION: Secretary (temporary), FSN-6*

OPENING DATE: September 26, 2011

CLOSING DATE: October 11, 2011

WORK HOURS: Full-time, 40 hours/week

ANNUAL SALARY: US\$6,675 (Starting salary)
(Position Grade: FSN-6)

LENGTH OF HIRE: Temporary not to exceed four (04) months. Actual filling of the position is contingent upon the availability of funds

The U.S. Agency for International Development (USAID) office in Ho Chi Minh City is seeking an individual for temporary employment for the position of Secretary in its Office of Health (OH).

BASIC FUNCTION OF THE POSITION

Under the direct supervision of the Senior HIV Prevention and Drug Rehabilitation Technical Advisor, the incumbent of this position will serve as an important member of the USAID/Vietnam team in HCMC, providing the full range of secretarial services/administrative support and assistance to local and American staff. The incumbent will be expected to ensure efficient and effective administrative office operations are maintained and exercise discretion with respect to activities that may occur in their absence. The incumbent will provide reception services, coordinate travel arrangements and related documents, and coordinate appointments and meetings for USAID staff, ensuring there are no schedule conflicts. As such the incumbent will be expected to maintain a complete database of contacts both in Vietnam and internationally as well as maintain day-to-day contact and program interaction with overseas partners.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office in Ho Chi Minh City or Hanoi.

QUALIFICATION REQUIREMENTS

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. Bachelor's degree in Business, Public Administration, International Development, Financial, Arts or Social Science is required.
2. Must have at least three years of specific and progressively more responsible experience in the field of secretarial/administrative management with a U.S. Government Agency, International organization, or Multi-national company.
3. Must have a thorough knowledge and proficiency of office procedures and practices, including filing systems.
4. Must have abilities to: 1) work effectively in a team environment; work calmly, tactfully, and effectively under pressure and demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily administrative management duties and responsibilities; 2) follow oral instructions and to organize, prioritize and follow through on all assignments with minimal oversight; 3) maintain strict confidentiality relating to all areas of USAID matters. Must have a strong proofreading skills; a strong focus on "attention to detail". Strong organizational skills and excellent interpersonal and communications skills to develop and maintain collaborative and effective working

relationships within the OH and other teams within USAID/Vietnam, Centers for Disease Control and Prevention/Ho Chi Minh City (CDC/HCMC), internal/external contacts, consultants from USAID/Washington, representatives from the various Vietnamese Government Ministries and other international organizations and donors are required.

5. Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Excel, Info Forms, Access, Outlook, PowerPoint, etc) (this will be tested).
6. Level 3 (Good working knowledge) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at

<http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 7A Mac Dinh Chi Street
District 1, Ho Chi Minh City
Tel. 84-8-3520-4342/ 4274
Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: OCTOBER 11, 2011

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)